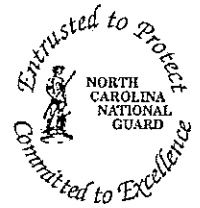


STATE OF NORTH CAROLINA  
DEPARTMENT OF CRIME CONTROL AND PUBLIC SAFETY  
JOINT FORCE HEADQUARTERS  
NORTH CAROLINA NATIONAL GUARD



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SECRETARY

GREGORY A. LUSK  
MAJOR GENERAL (NC), NCNG  
ADJUTANT GENERAL

NGNC-PER

30 March 2011

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Retirement Awards (NGNC-PER Policy Memo #11-12)

1. Reference: AR 600-8-22, Military Awards, 11 December 2006.
2. Effective: 1 June 2011.
3. Purpose: To ensure timely recognition of our Soldiers service upon retirement.
4. Policy: MSCs will submit a DA Form 638, Recommendation for Award, with all requests for retirement orders.
  - a. If the recommended award does not require approval at JFHQ-NC, an informational copy of the DA Form 638 will be included in the Soldier's retirement request packet.
  - b. If the unit does not wish to present a retirement award, a justification memorandum addressed to the J1 and signed by the Brigade Commander must be included with the request for retirement orders.
5. The point of contact for this policy is G1 Soldier Actions at (919)664-6011 or [G1soldier@ng.army.mil](mailto:G1soldier@ng.army.mil).

FOR THE ADJUTANT GENERAL:

CLIFFORD W. WILKINS  
LTC, GS, NCARNG  
J1

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